

爲了避免被課以罰款，你必須在此違規通知單發出的 15 天內回復本單。你有權要求進行聽証。你的回復必須在違規通知單發出的 15 天內收到。你可以按下列方式之一回復每一項違規：

承認違規並支付罰金：

在違規通知單發出的 15 天內：

- 在本通知的反面“承認”欄內打勾，並在簽名欄內簽名。
- 可用個人支票，銀行支票（cashier's check），或現金支票（money order）支付你所承認之違規的全額罰金（見反面）。抬頭註明 D.C. Treasurer。（不接受付郵的現金）。所有支票退票費用是 30 美元。在支票和現金支票正面寫上通知單號碼（見本通知單反面右上角）。請复印本單留底。
- 請完整填寫在 SECTION A 和 SECTION B 之下所要求填寫的內容。填寫 SECTION B 的 declaration 部分並簽名。
- 在完成填寫所有內容后，將支票和本通知單一起寄至：

Infraction Clerk, Office of Adjudication and Hearings, 825 North Capitol Street, N.E., Washington, DC 20002-4210 (202) 442-9091

另外的方式是在周一至周五上午 8：30 至 3：30 到上述地址的大廳里遞交本通知單和付款以及所需材料。

用郵寄方式承認違規同時提出解釋和聽証要求：

在違規通知單發出的 15 天內：

- 在本通知的反面“承認並提出解釋”欄內打勾，並在簽名欄內簽名。
- 請完整填寫在 SECTION A 和 SECTION B 之下所要求填寫的內容。填寫 SECTION B 的 declaration 部分並簽名。
- 雖然承認違規並提出解釋的請求表明自己承認責任，但是你可以準備並提交書面的解釋，證明書，或其他證明材料，以對違規事項的各種因素提出解釋，並且相信這樣的解釋能夠爲減低罰金提供適當的理由。行政法官將會審查上述材料，並對個案作出裁決。如果未能提供充分的證明，罰金將不會被減低或暫緩。在所交文件的正面寫上通知單號碼。請复印本單留底。
- 在完成填寫所有內容后，將本通知單和書面解釋，證明書，和其他證明材料一起寄至：

Infraction Clerk, Office of Adjudication and Hearings, 825 North Capitol Street, N.E., Washington, DC 20002-4210 (202) 442-9091

另外的方式是在周一至周五上午 8：30 至 3：30 到上述地址的大廳里遞交本通知單和所需材料。同時，你必須遞交書面解釋，證明書，和其他證明材料，以供行政法官審閱。

否認違規并要求出席聽証：

在違規通知單發出的 15 天內：

- 在本通知的反面“否認”欄內打勾，並在簽名欄內簽名。
- 你的聽証日期和時間已預先排定，列印在本通知單的反面。如果你在要求出席聽証后卻未能出席，聽証會將在你缺席的情況下進行并作出最終裁決。在出席聽証時帶妥所需證明材料。請复印本單留底。如果聽証日期和時間有變，你將會收到郵件通知。
- 請完整填寫 SECTION A 部分的空欄，除非你承認違規或承認違規並提出解釋，否則不用填寫 SECTION B 部分。
- 在完成填寫所有內容后，將本通知單寄至：

Infraction Clerk, Office of Adjudication and Hearings, 825 North Capitol Street, N.E., Washington, DC 20002-4210 (202) 442-9091

另外的方式是在周一至周五上午 8：30 至 3：30 到上述地址的大廳里遞交本通知單以及所需材料。

答覆者填寫下列空欄：

姓名（工整書寫）：_____ 日間電話：_____

地址：_____ 城市 _____ 州 _____ 郵政編碼 _____

承認違規或承認違規並提出解釋者填寫下列空欄：
我聲明我已經收到此通知單，在反面回答了關於違規的事項。[] 改正了或 [] 沒有改正（僅選一項）通知單上所列的違規事項，我已經承認這些違規事項或承認違規並提出解釋。

簽名 _____ 日期 _____

警告：根據特區法規 22—2514 款，提交不實證明是犯罪行爲，將受懲處

YOU ARE REQUIRED TO ANSWER THIS NOTICE OF INFRACTION WITHIN 15 DAYS OF THE DATE OF SERVICE TO AVOID THE ASSESSMENT OF ANY MONETARY PENALTIES AUTHORIZED BY LAW. YOU HAVE THE RIGHT TO REQUEST A HEARING. YOUR ANSWER MUST BE RECEIVED BY THE 15TH DAY AFTER THE DATE OF SERVICE. YOU MAY ANSWER EACH INFRACTION IN ONE OF THE FOLLOWING WAYS:

TO ADMIT THE INFRACTION(S) AND PAY THE FINE(S):

On this Notice and within 15 days of the date of service:

- **CHECK** the “**ADMIT**” box under the infraction(s) listed on the reverse side of this Notice and sign your name on the **SIGNATURE** line(s).
- Make a personal check, cashier’s check, or money order payable to the **D.C. TREASURER** (no cash accepted by mail) for the total amount of fines and penalties due (see reverse) for the infraction(s) you are admitting. Note that there will be a \$30.00 fee for all returned checks. Write the **NOTICE NUMBER** (upper right corner of reverse side of this Notice) on the front of your check or money order. Make a photocopy of this Notice for your records.
- Complete all information requested below in **SECTION A** and **SECTION B** and complete and sign the declaration in **SECTION B**.
- After completing all required information, enclose full payment with this Notice in an envelope with required postage and mail to:

Infraction Clerk, Office of Adjudication and Hearings, 825 North Capitol Street, N.E., Washington, DC 20002-4210 (202) 442-9091

Alternatively, you may appear in person to submit this Notice with payment and required information at the above address in the Lobby Level on weekdays, 8:30A.M.-3:30P.M.

TO ADMIT THE INFRACTION(S) WITH EXPLANATION AND REQUEST A HEARING BY MAIL:

On this Notice and within 15 days of the date of service:

- **CHECK** the “**ADMIT WITH EXPLANATION**” box under each infraction(s) listed on the reverse side of this Notice and sign your name on the **SIGNATURE** line(s).
- Complete all the information requested below in **SECTION A** and **SECTION B** below and sign the declaration in **SECTION B**.
- Although a plea of Admit with Explanation is an admission of liability, you may prepare and submit any written explanation, affidavits, or other evidence explaining the circumstances surrounding the infraction that you believe justifies a reduction of the fine. An Administrative Law Judge will review the evidence in your case and issue a ruling in writing. Failure to submit sufficient relevant evidence of mitigating circumstances may result in a failure to obtain any reduction or suspension of the fine. Write the **NOTICE NUMBER** on the front of any document submitted. Make a photocopy of this Notice for your records.
- After providing all required information, enclose this Notice together with any explanation, affidavits, or other evidence you wish to submit in an envelope with required postage and mail to following address:

Infraction Clerk, Office of Adjudication and Hearings, 825 North Capitol Street, N.E., Washington, DC 20002-4210 (202) 442-9091

Alternatively, you may appear in person to submit this Notice with the required information at the above address in the Lobby Level on weekdays, 8:30A.M.-3:30P.M. At the same time, you must also submit any explanation, affidavits, or other evidence you wish to have considered by the Administrative Law Judge.

TO DENY THE INFRACTION(S) AND REQUEST TO APPEAR IN PERSON FOR A HEARING:

On this Notice and within 15 days of the date of service:

- **CHECK** the “**DENY**” box under the infraction (s) listed on the reverse side of this Notice and sign your name on the **SIGNATURE** line(s).
- **Your hearing date and time are pre-scheduled and appear on the reverse side of this Notice.** If you fail to appear at this date and time after you request a hearing in person, you will be subject to entry of a default order and the hearing may proceed to a final judgement in your absence. Bring all evidence with you to the hearing. Make a photocopy of this Notice for your records. You will be notified by mail if your hearing date and time are changed.
- Provide all the information requested below in **SECTION A**. You do not need to fill-in and sign below in **SECTION B** unless you have also **Admitted** or **Admitted with Explanation** one of the charged infractions.
- After providing all required information, enclose this Notice in an envelope with required postage and mail to following address:

Infraction Clerk, Office of Adjudication and Hearings, 825 North Capitol Street, NE, Washington, DC 20002-4210 (202) 442-9091

Alternatively, you may appear in person to submit this Notice with the required information at the above address in the Lobby Level on weekdays, 8:30A.M.-3:30P.M.

TO BE COMPLETED BY ALL RESPONDENTS:

Name (print) _____ **SECTION A** _____ Daytime Telephone: _____
Street Address _____ City _____ State _____ Zip _____

TO BE COMPLETED BY ALL RESPONDENTS ADMITTING OR ADMITTING WITH EXPLANATION:

I hereby declare under penalty of perjury that I have received this Notice, answered each infraction as indicated on the reverse side, and ☐ **CORRECTED** or

☐ **NOT CORRECTED** (check only one) all the infraction(s) listed on this Notice that were **ADMITTED** or **ADMITTED WITH EXPLANATION**.

Signature _____ **SECTION B** _____ Date _____

WARNING: SUBMISSION OF A FALSE STATEMENT IS A CRIME PUNISHABLE UNDER D.C CODE § 22-2514.